DTS DEPLOYMENT SEMINAR QUESTIONS
March 6-7, 2006

1. **Is it MAJCOM's responsibility to fund the site visit?**
   For Phase II sites, the PMO bears financial responsibility for the fielding process. For Phase III sites, fielding is done by the Service/Agency. Arranging site visits and the payment thereof is up to the Service/Agency.

2. **Please clarify Phase II vs. Phase III sites.**
   Phase I and Phase II sites are the approximately 280 DOD sites whose travelers collectively conduct 80% of DOD travel. Those sites were identified by Service/Agency representatives at the start of the DTS fielding effort. The Program Management Office (PMO)-DTS is responsible for system implementation at these sites. Phase III are the remainder of the approximately 11,000 DOD sites worldwide. DTS implementation is the responsibility of the Service/Agency at these sites.

3. **If we are a Phase III site does that mean we get no site visits and NO Northrop Grumman training at all?**
   As a Phase III site, the Service/Agency is responsible for your fielding effort. Whether you receive a site visit or DTA classroom training is up to them. However, every site has the option to purchase DTA classroom training and fielding support directly from Northrop Grumman. Simply log on to **www.defensetravel.osd.mil**, then select **Documents and Downloads**, then **Document Library**. In the document library, look for the **Optional Services Catalog**. It will explain everything from how to request a training service to how much each service costs.

4. **Can Phase III sites purchase training?**
   Absolutely. Log on to **www.defensetravel.osd.mil** and select **Documents and Downloads**, then select **Document Library**. In the document library, look for the **Optional Services Catalog** with a list of services, instructions on how to order training services and costs.

5. **What is the plan for Phase III training?**
   The plan for Phase III training is at the discretion of the Services and Agencies. Contact your Service O-6 office or your Agency training organization to answer this. Remember, demonstrations, web-based training modules, and detailed training documents are all available on the DTS Travel Center for use by anyone at any time without charge.

6. **Our TDYs are basically overseas. Our civilian employees are entitled to the use of commissary and exchange while TDY overseas. This is stated on their CAC and manually generated 1610. Is it possible to add this remark of entitlement in a drop-down bulletin in DTS?**

You can add the comment, but not in a drop-down list. Here's how: Go to **Additional Options** > **Other Auths**. When the page opens, click **Add Additional Authorizations For This Trip**. From the master list, check the **Other (See remarks below)** checkbox, and then **Add**. When the Other Authorizations screen opens, you will see a text box. Enter any comments you want to have printed on the authorization and hit **Save.**

7. **Per Diem: How do I zero out per diem on the first and last day of TDY? If I get a car for 3 days and drive to and from my TDY and come home each night, I am not entitled to per diem.**
Create a local voucher for this type of trip. The local voucher will not give you per diem.

8. **Will there be a way in the future when both travelers and sos/cos could log on to DTS from home? (Is there) any possibility to access DTS without a CAC in the future?**
To answer the second question first, a CAC is NOT required to access DTS. What is required is a PKI certificate, which is typically stored on a CAC for security reasons (this is known as a "hard token"). Users who do not have a CAC can access DTS using a PKI certificate stored on a floppy disk (this is called a "soft token").

Users are able to log on to DTS from any computer provided the computer is equipped with:
    i.   An Internet connection
    ii.   DBsign (software)
    iii.   A means of reading the user's PKI certificate (i.e., a CAC reader **OR** a floppy disk drive).

9. **If traveler does not have a government credit travel card and they are going to only travel once a year, how do we process travel arrangements?**
Option 1: Infrequent travelers may request a government charge card. If all the requirements to receive a government charge card are met, a card will be issued to the traveler.

Option 2: If a traveler does not have a government charge card, they use the Centrally Billed Account (CBA) loaded in their Defense Travel System (DTS) organization as the form of payment for their airfare. All other official travel expenses will be paid via their personal form of payment (cash, personal charge card, etc.). Dependant on the traveler's profile in DTS, they may be authorized to request a non-ATM cash advance.

Option 3: If a CBA is not loaded in the DTS organization the traveler is assigned to, the traveler will have to create their travel authorization voucher outside of DTS.

10. **Can DTS automatically detect if there is going to be BOQ at a certain location/time available and book it?**
When the Traveler selects a Temporary Duty location, DTS can automatically detect if there are BOQs at a certain location; however, the system can not determine BOQ room availability. Additionally, DTS does not have the capability to autobook a BOQ reservation. Therefore, the traveler must contact the BOQ directly to make the reservation or use the Commercial Travel Office (CTO). The requirement for the CTO to book the BOQ reservation for the traveler is determined by the Service/Agency Commercial Travel Office (CTO) contract or task order.

11. **If a traveler is going to take leave while in travel status, at a different location, how is that booked and how are amounts calculated?**
This type of travel is considered Leave-In-Conjunction with Official Travel (LICWO). LICWO is a term often used in the travel industry to describe the travel arrangements process. When a traveler is taking leave-in-conjunction with official TDY travel, the use of government contract airfares (e.g., YCA, _CA) are strictly prohibited to and from leave points.

Booking/Calculation: The traveler sends an official travel request in DTS to the CTO and puts remarks in the comments box indicating their desired leave origin, destination, date, and travel time request. The CTO will book the official portion of the trip and charge the ticket cost and the transaction fee to the Government form of payment (Individual Billed Account (IBA) or Centrally Billed Account (CBA). The CTO will take the official ticket and exchange it for the requested leave ticket. If the cost for the leave ticket is more that the authorized Government ticket, the difference is paid by the traveler's personal form of payment (cash, credit card, or check). The LICWO transaction fee shall be paid for by the traveler's personal form of payment (cash, charge card, or check). If the cost of the LICWO ticket is less than the authorized official ticket, the CTO will refund the difference to the Government form of payment (IBA/CBA). However, the traveler is still charged the LICWO transaction fee. If there is no additional cost, then the traveler is only charged the LICWO transaction fee, which is paid by the traveler's personal form of payment.

12. **Cash advance: When can people get one if they have a GOVCC?**
An ATM cash advance can be withdrawn 3 working days prior to TDY (Ref. DoDFMR Vol 9 Ch. 3, Para 030501.D).

13. **Are there any future plans to include NAF employees in DTS?**
Use of DTS by Non-Appropriated Fund (NAF) employees is a Service/Command policy issue. The Defense Travel System (DTS) does not restrict a NAF employee from traveling on authorized Appropriated

Fund Lines of Accounting (LOA); however, DTS does not currently allow travel on NAF LOA.

14. **How do you handle secret authorization in DTS (Special Forces)?**
DTS does not have the capability to issue classified authorizations at this time. This functionality is envisioned for introduction into the system sometime in the future.

15. **Is it possible to register the foreign identification number for SSN field? What EORs are accepted by DTS? LN's don't have government travel cards. How can we use the DTS without GTC?**
DTS will accept a foreign identification number in the SSN field; however, the decision to allow Local Nationals (LN) to use DTS is a Service/Command decision. We are unfamiliar with the acronym "EOR," and therefore cannot respond to the question: "What EORs are accepted by DTS". Travel using DTS by LN is a Service/Command decision. Assuming policy permits, any LN who can be paid by Electronic Fund Transfer (EFT) from an authorized LOA can use DTS. If the LN does not have a government charge card (GCC), local business rules can be adjusted to allow them to use a personal charge card as an exception to policy.

16. **What feedback or action, if any, has been taken with regard to increased job responsibility (civilians)? Are there desired job series and grades for any portion of the DTA overall administration? Are there any pending labor relations issues that we can or should consider as lessons learned?**
Initially, until key people are trained and acquire familiarity with DTS, and until legacy travel management systems are eliminated, there may be some increase in workload and responsibilities for personnel charged with implementing and managing DTS, especially if these are considered "additional duties." This is to be expected with the introduction of any major new system of the magnitude and complexity of DTS. However, the PMO-DTS does not specify job series or grades necessary to accomplish the duties required by DTS, nor do we have any indications that one series is preferred over another. There are no available lessons learned as a result of pending labor relations issues.